	Employment Skills Sets							
	Communication skills set	Teamwork skills set	Problem solving skills set	Initiative and enterprise skills set	Planning and organising skills set	Self managemen t skills set	Learning skills set	Technology skills set
Elements of the Employability Skill (facets of the skill identified as important by the sample employers surveyed in the BCA/DEST research project -- note that the BCA Report points out that the mix and priority of these facets would vary from job to job)	Listening and understanding	Working as an individual and a team member	Developing practical solutions	Adapting to new solutions	Collecting, analysing and organising information	Having a personal vision and goal	Being open to new ideas and techniques	Having the appropriate physical capacity
	Speaking clearly/directly	Working with different ages, genders, race, religion, political persuasion	Developing creative, innovative solutions	Being creative	Understanding basic business systems and their relationships	Having knowledge and confidence in own ideas and vision	Being willing to learn in any setting – on or off the job	Having a range of basic IT skills
	Reading independently	Knowing how to define a role as part of a team	Showing independence and initiative in identifying problems and solving them	Identifying opportunities not obvious to others	Being resourceful	Articulating own ideas and vision	Having enthusiasm for ongoing learning	Using IT to organise data
	Writing to audience needs	Applying teamwork skills to a range of situations	Solving problems in teams	Generating a range of options	Taking initiative and making decisions	Evaluating and monitoring performance	Acknowledge the need to learn in order to accommodate change	Being willing to learn new IT skills
	Understanding the needs of internal/external customers	Coaching, mentoring and giving feedback	Applying problem solving strategies across a range of areas	Initiating innovative solutions	Establishing clear project goals and deliverable's		Managing own learning	Applying IT as a management tool
	Establishing/using networks		Using mathematics to solve problems (including budgeting and financial management)	Developing a strategic, creative, long-term vision	Planning the use of resources including time management		Contributing to the learning community at the workplace	
	Sharing information		Resolving customer concerns in relation to complex project issues		Managing time and priorities (setting timelines, coordinating tasks for self and others)		Applying learning to technical issues and people issues	
	Persuading effectively				Adapting resources allocation to cope with contingencies			
	Being assertive				Predicting – weighing up risks, evaluating alternatives and applying evaluation criteria			
	Speaking/writing in languages other than English							